

<div>● REFERENCE MEMO</div> <div><div><div><input type="checkbox"/> ACTION</div><div><input type="checkbox"/> APPROVAL</div><div><input type="checkbox"/> AS REQUESTED</div><div><input type="checkbox"/> FOR INFORMATION</div><div><input type="checkbox"/> FOR COMMENT</div><div><input type="checkbox"/> PER PHONE CALL</div></div><div><div><input type="checkbox"/> NOTE & FILE</div><div><input type="checkbox"/> NOTE & RETURN</div><div><input type="checkbox"/> _ _ _ _ _</div><div><input type="checkbox"/> FOR INITIALS</div><div><input type="checkbox"/> FOR SIGNATURE OF</div><div><input type="checkbox"/> _ _ _ _ _</div></div></div>	ORIGINATOR	DATE
	ROUTING	DATES

COMMENTS (Please initial and date each comment)